



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT TRANSPORTATION SPECIALIST
ASSOCIATE TRANSPORTATION SPECIALIST

Class No. 003654
Class No. 003655

■ CLASSIFICATION PURPOSE

To perform professional research and analysis of specialized transportation operations or planning problems; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions allocated to these classes are found only in the Department of Public Works.

Assistant Transportation Specialist:

This is the entry-level class in the series. Incumbents, under general supervision, perform small studies or portions of larger studies in association with higher transportation specialist classes.

Associate Transportation Specialist:

This is the journey level class in the series. Incumbents, under general supervision, are assigned projects requiring detailed understanding of the planning and engineering characteristics of transportation systems and work as members of interdisciplinary teams.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Reviews and prepares traffic impact studies and environmental documents of private and land development projects as well as public works projects;
2. Discusses traffic and transportation issues with developers, consultants and other engineers.
3. Researches and analyzes specialized public transportation operational problems utilizing traffic assignment modeling techniques.
4. Performs analysis of urban and rural circulation elements, parking, intersection operations and population and demographic data.
5. Collects, analyzes, arranges, interprets, and maintains information, data and materials developed by sociologists, economists, environmentalists, engineering personnel, and land use planners to evaluate existing and proposed transportation systems.
6. Reviews and prepares traffic forecasts and trip generation assessments.
7. Prepares written reports and correspondence, including technical transportation reports, plan implementation proposals, reports and recommendations to the Board of Supervisors.
8. Recommends and prepares draft ordinances and policies.
9. Develops standards and criteria for transportation programs and policies.
10. Prepares project work programs.
11. Arranges meetings and corresponds with other agencies including Caltrans, SANDAG, and the public on transportation issues.

12. Represents the County at regional transportation planning meetings.
13. Directs the preparation of graphics and grant budget reports.
14. Responds to questions regarding transportation planning issues and implementation of the County's General Plan Circulation Element.
15. Makes oral presentations on detailed transportation projects to the public, governmental officials and staff.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Associate Transportation Specialist (all of the duties listed above and in addition):

Essential Functions:

All of the duties listed above and

1. Provides technical guidance, training and project work review of subordinate professional personnel working on complex, team studies and/or projects.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Traffic modeling techniques.
- Traffic engineering terminology.
- Research methodology.
- Trip generation/distribution methodologies
- Regional Transportation Plan and other regional transportation programs
- County Circulation Element Plan
- Traffic Impact Study requirements
- Levels-of-Service (LOS) concepts
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively, orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information.
- Conduct research, organize and analyze data.
- Comprehend and interpret complex technical documents.
- Prepare clear, concise, grammatically correct reports and correspondence.
- Maintain records and prepare reports.
- Read and interpret mapped information.
- Perform and interpret complex mathematical and statistical computations.
- Prepare and make oral presentations before public officials, the public and/or technical groups.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Assistant Transportation Specialist:

1. A bachelor's degree from an accredited college or university in Planning, Geography, Civil Engineering or a related field; AND, two (2) years of progressively responsible, professional, transportation planning, operations or engineering experience. One (1) year must have been at the level of Junior Planner, Junior Engineer, or Assistant Engineer with the County of San Diego; OR,
2. A master's degree as stated above in Planning, Geography, Civil Engineering or a closely related field; AND, one (1) year of progressively responsible, professional, transportation planning, operations or engineering experience.

Associate Transportation Specialist:

1. One (1) year of experience as an Assistant Transportation Specialist with the County of San Diego OR,
2. A bachelor's degree from an accredited college or university in Planning, Geography or Civil Engineering or a related field; AND, three (3) years of progressively responsible, professional, transportation planning, operations or engineering experience; One (1) year must have been at the level of Planner I or Assistant Engineer with the County of San Diego OR,
3. A master's degree from an accredited college or university in Planning, Geography, Civil Engineering or a closely related field; AND two (2) years of progressively responsible, professional, transportation planning, operations or engineering experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

New: May 22, 1987
Revised: March 31, 1997
Reviewed: Spring 2004
Revised: June 2005
Revised: March 20, 2006

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Union Code: PR
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Variable Entry: Y
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